Unit Administrator/Chair Reviews Faculty Response and Confirms Completion

- After the faulty member affirms and comments on the evaluation the case will route to the unit administrator/chair to complete an acknowledgement.
- First, review any comments made by faculty member by clicking on "Read Case."



- Faculty response comments can be found under the "Acknowledgements" section of the case. Scroll down to the 2nd page of the Faculty Affirmation to view any comments.
- It is highly recommended that you download a copy for your own records at this time, if needed.
 - Click Download > Download Packet > Zipped Folder
 - All downloads will queue up on your home screen and you can save them all at once when you've acknowledged all of the evaluatoins.
- Click "Return to Case" to exit this view.

User Test						G Return to Case
≡				📥 Download	Search PDF	Searc
Packet Annotations						
> POSITION INFORMATION						
> CANDIDATE DOCUMENTS		Annual Evaluation: F	Faculty Resp	onse to Annual		
> DRAFT EVALUATION		Evaluation				
> FINAL EVALUATION		Candidate Name User Test Responses from:				
✓ ACKNOWLEDGEMENTS		Step 3: Faculty Member Affirms I 1 Responses Submitted	Receipt of Evaluation	1		
Annual Evaluation: Faculty Response to Annual Evaluation		Name	Role	Details		
Faculty Member Affirms Receipt of Evaluation	J	User Test faculty180@ecu.edu	Manager	Submitted May 24, 2022 at 9:34 AM		

- Then, complete the "Affirmation of Completion" form by navigating to the "Case Details" tab.
- Click "Fill Out Form" next to the Unit Administrator's Affirmations of Completion form under the "Required Items" section.

Form Name	Assignee	Actions
Annual Evaluation: Unit Administrator's Affirmation of Completion 2022-2023 1 required questions	Cara Gohn	Manage Respondents
Annual Evaluation: Unit Administrator's Affirmation of Completion 2022-2023 1 required questions	Cara Gohn (You)	Fill Out Form

• Read the final confirmation statements, check the "Completed" box, and leave any additional comments you want noted in the record. Then, click "Submit Form."



• Send the case forward by clicking on the "Send Case" button. The next step in the workflow will appear automatically. Click on "Forward To."

Forward to	
Backwards to)
Faculty Member Affirms Receipt of	
Evaluation	

• An email draft will appear. Enter a subject. The body of the email will default to system generated text. The text can be edited with a personal message. Click "Continue" to send the email and forward the case.

Great job! You're sending the case forward	to the next step, Dean's Office Review. The following reviewers will	
lose access to the case:	-	
Department Chair 1 members		
The following reviewers will gain access to	the case:	
Dean 1 members		
Send a message to the reviewers gain If recipients respond to this message, t Subject *	ng access. neir response will come directly to your email inbox.	
 Send a message to the reviewers gain If recipients respond to this message, t Subject * Test User Evaluation Completed - Forwar 	ng access. heir response will come directly to your email inbox. ding to Dean's Office]
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